

Memorandum of Understanding
between the
All Faculty Association
and
Sonoma County Junior College District
regarding

Article 17.12
Work Experience Faculty

November 26, 2025

~~17.12 — WORK EXPERIENCE FACULTY~~

~~A. **Student Contact Related Duties for Work Experience Faculty:** Examples may include, but are not limited to, the following:~~

- ~~1. Facilitates application of the department's 21st century Work Experience and Internship curriculum to student work sites.~~
- ~~2. Refines, affirms, and evaluates work-based student learning objectives in consultation with employers.~~
- ~~3. Prepares, arranges, and conducts timely student work site visits with assigned students and employers.~~
- ~~4. Facilitates dialogue between students and employers to reinforce and evaluate work-based learning.~~
- ~~5. Links classroom learning to student work sites in the community by offering structured experiences that enable students to earn academic credit.~~
- ~~6. Confers individually with and advises students in matters related to their academic, career, and personal needs.~~
- ~~7. Develops and presents orientations, handbooks, seminars, and other instructional materials to facilitate student, employer, and faculty success.~~
- ~~8. Confers with students on individual job skills assessment and career opportunities relevant to the workplace.~~
- ~~9. Develops and offers instructional programs that advise students of current and future employment trends.~~
- ~~10. Identifies and promotes to students the job skills necessary to succeed with local, regional, state, national, and global employers.~~
- ~~11. Updates information related to seminars, websites, and online activities as course curriculum and Title 5 regulations change.~~
- ~~12. Meets with students at established times and by appointment.~~
- ~~13. Provides liaison and outreach with other departments, employers, and community resources to establish relationships and promote student success.~~
- ~~14. Ensures student work site safety and legitimacy within the reasonable expertise of instructors and/or coordinators per Title 5.~~

- ~~15. Refers students to District and community resources, as appropriate.~~
 - ~~16. Maintains currency with regional and state codes of regulations that directly affect all Work Experience courses and updates District curriculum to reflect those changes.~~
 - ~~17. Solicits and evaluates student feedback to ensure student access, persistence, retention, and success in achieving certificates, degrees, and transfer, as well as the development of job skills assessment and career opportunities in a changing workplace.~~
 - ~~18. Analyzes student feedback data and implements course improvements through faculty consensus.~~
 - ~~19. Maintains and submits records of student contact as required by the department, District guidelines, and Title 5 regulations.~~
 - ~~20. Develops and disseminates marketing materials to expand student and employer awareness and credibility for Work Experience courses and services.~~
- ~~B. **Other Required Duties for Work Experience Faculty:** No other required duties are required beyond those identified in section 17.04.~~

17.12 WORK EXPERIENCE EDUCATION FACULTY JOB DESCRIPTION

- A. **Student Contact-Related Duties for Work Experience Faculty:** Examples may include, but are not limited to, the following:
1. Facilitates student learning in Work Experience Education courses, including orientation, goal setting, evaluation, and final assessments.
 2. Provides individualized instruction and coaching through scheduled student/faculty meetings.
 3. Guides students in developing learning goals that align with workplace duties and educational/career goals.
 4. Reviews and approves employer student agreements and coordinates with site supervisors to support student success.
 5. Evaluates student progress and achievement through written assignments, supervisor evaluations, and workplace learning outcomes.
 6. Works effectively with students from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
 7. Coordinates and teaches Work Experience Education courses
- B. **Other Required Duties for Work Experience Faculty:** Examples may include, but are not limited to, the following:
1. Develops administrative processes for students and employers, ensures compliance with Title 5 regulations (California Code of Regulations, Sections 55250–55257), and maintains professional currency by designing and leading department trainings
 2. Builds and sustains partnerships with faculty across the district, SRJC programs, and industry partners.

3. Develops agreements and instructional materials to support student, employer, and faculty success.
4. Serves as liaison to other District departments, attends Advisory Meetings, and promotes Work Experience courses through marketing, outreach, and employer engagement.
5. Writes and revises employer handbooks and departmental resources.
6. Stays current with regional and state regulations and Chancellor's Office initiatives, and integrates these into course offerings.
7. Updates online and in-person instructional materials, workshops, and orientations to reflect best practices and regulatory changes.
8. Provides additional student follow-up, including career coaching, employability skills assessments, and letters of recommendation.
9. Develops and presents orientations and workshops to strengthen student and employer engagement.
10. Analyzes student feedback data, implements improvements through faculty consensus, and fosters a student-centered, equitable, and anti-racist educational environment that promotes retention and success.
11. Maintains accurate records in compliance with college, district, and state reporting requirements.
12. Collaborates with faculty peers, Career Education programs, career services, and community employers to expand internship and employment opportunities.
13. Models and promote workplace professionalism, equity, integrity, and career readiness skills consistent with the California Community Colleges' mission.



Anne-Marie Donegan
President
All Faculty Association



Dr. Angélica Garcia
Superintendent/President
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